

# HOW TO HOLD A VIRTUAL NEIGHBORHOOD MEETING

*Follow these guidelines to ensure a successful meeting that is in compliance with Ada County regulations*

## BE PREPARED

Get familiar with the platform used for the meeting ahead of time.

If you are holding the meeting, have a practice meeting to ensure you are familiar with the technology you will be using. If you are attending the meeting, download the program in advance and become familiar with the controls

## PROVIDE OPTIONS

Provide multiple options for participating – Web Conference or phone call.

## KEEP A RECORD

Save the presentation (most platforms allow the “meeting” to be recorded) and post it somewhere for others to see it at a later time.

## HAVE AN AGENDA

An agenda will not only help the meeting stay on topic, but will also help staff, commissioners, or those who were unable to attend with any questions they may have following the meeting.

## BE PROMPT

Start the meeting early and/or join the meeting early. Don't wait to the start time to log in.

## TAKE QUESTIONS EFFECTIVELY

Have a question/answer period where you call on each person to ask their questions, as opposed to opening it up for questions. This will help keep attendees from talking over each other and prevent background noise/feedback.

## FOLLOW UP

Provide contact information so those in attendance can reach out to you with any additional questions or concerns..

**Please call our office with any questions**

**208-287-7900**